

JOB OPPORTUNITY BULLETIN

LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



INFORMATION SYSTEMS MANAGER (3DP003) (EQUIVALENT TO: DATA PROCESSING MANAGER III)

JOB LOCATION: SACRAMENTO, CALIFORNIA
FINAL FILING DATE: JUNE 6, 2003

SALARY: \$6,032 - \$6,651

DUTIES AND RESPONSIBILITIES: Under the direction of the Deputy Director of Applications Development, the manager: plans, organizes and directs all activities associated with the development, implementation and support of major computer systems that are critical to support the business functions of the California State Legislature and Legislative Support Organizations. Major projects are of extreme risk, where consequence of error is greatest. Consults with high-ranking Members of both houses and Legislative Support Organizations to ensure project budgets and project plans are understood and are consistent with the business objectives of the Legislature. Makes management presentations to high-ranking officials and visiting dignitaries from other State Legislatures and countries. Participates as a member of the Legislative Data Center's management team in the development of policies. Manager's responsibilities have extreme impact on the business success of the Data Center.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Since LDC is under a demonstration project for civil service hiring practices, candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

HOW TO APPLY: Submit a standard state application and a resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Ninth Floor, Sacramento, CA 95814. Applications must be received in the personnel office by 5:00 p.m., Friday June 6, 2003, or be postmarked by this date. Please include 3DP003 after the position title and note how you heard about this position on your application. Technical questions regarding job duties may be directed to John Saxon at (916) 445-4965. Questions about the application process may be directed to Personnel at (916) 341-8330.

MINIMUM QUALIFICATIONS: Knowledge of information technology and trends sufficient to advise customers and staff in their use. Ability to identify information technology stakeholders and establish a business relationship to effectively coordinate and negotiate information technology services. Good oral and written communication skills. Ability to make effective presentations, that effectively communicate with management, staff, customers, contractors and vendors. Demonstrated experience in planning, organizing, directing and controlling work assignments and projects. Ability to effectively utilize staff resources in meeting IT departmental needs. Demonstrated knowledge of human behavior and motivation techniques to create a high performance work environment. Ability to think tactically and strategically to provide information technology solutions and services that meet the customers' needs and fit into the IT architecture of the Data Center. Demonstrated experience utilizing project management practices to ensure projects stay

on schedule and appropriate action is taken when problems occur. Knowledge of financial management practices to ensure costs do not exceed budget allotments. Ability to work and get along with others, including customers, team members and peers, and managers to produce the assigned work products by due dates. Knowledge of contract administration practices to ensure provisions are met by vendors, consultants, and contractors. Ability to create a service-oriented culture among organizational entities and staff to provide a high level of service to customers. Ability to establish effective working relationships with the other managers, customers, and vendors that culminates in successfully meeting customers' expectations of products and services. Ability to balance the competing interests of internal and external stakeholders. Ability to learn, interpret, and apply new technologies to information technology problems.

DESIRABLE QUALIFICATIONS: Knowledge of the customers' business and information technology needs to determine how the IT architecture of the Data Center can be utilized to service their needs. Knowledge of State personnel practices to effectively perform personnel administration of staff resources. Knowledge of formulating policies and recommendations for executive management. Knowledge of risk management on minimizing risk of project failure. Knowledge of the Legislature's business processes to develop information technology solutions that meet their business needs. Knowledge of Information Systems Architecture Strategies. Knowledge of technology trends.

SELECTION INFORMATION:

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, administered under the LCB demonstration project, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/jobsrd.cfm>

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

California Relay Service
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